



REZONING (Zoning Amendment)

Form # 000-RZ

This Rezoning packet includes:

- Process Flow Chart
- Application
- Applicant Instructions
- Checklist

For questions or additional information, please contact:

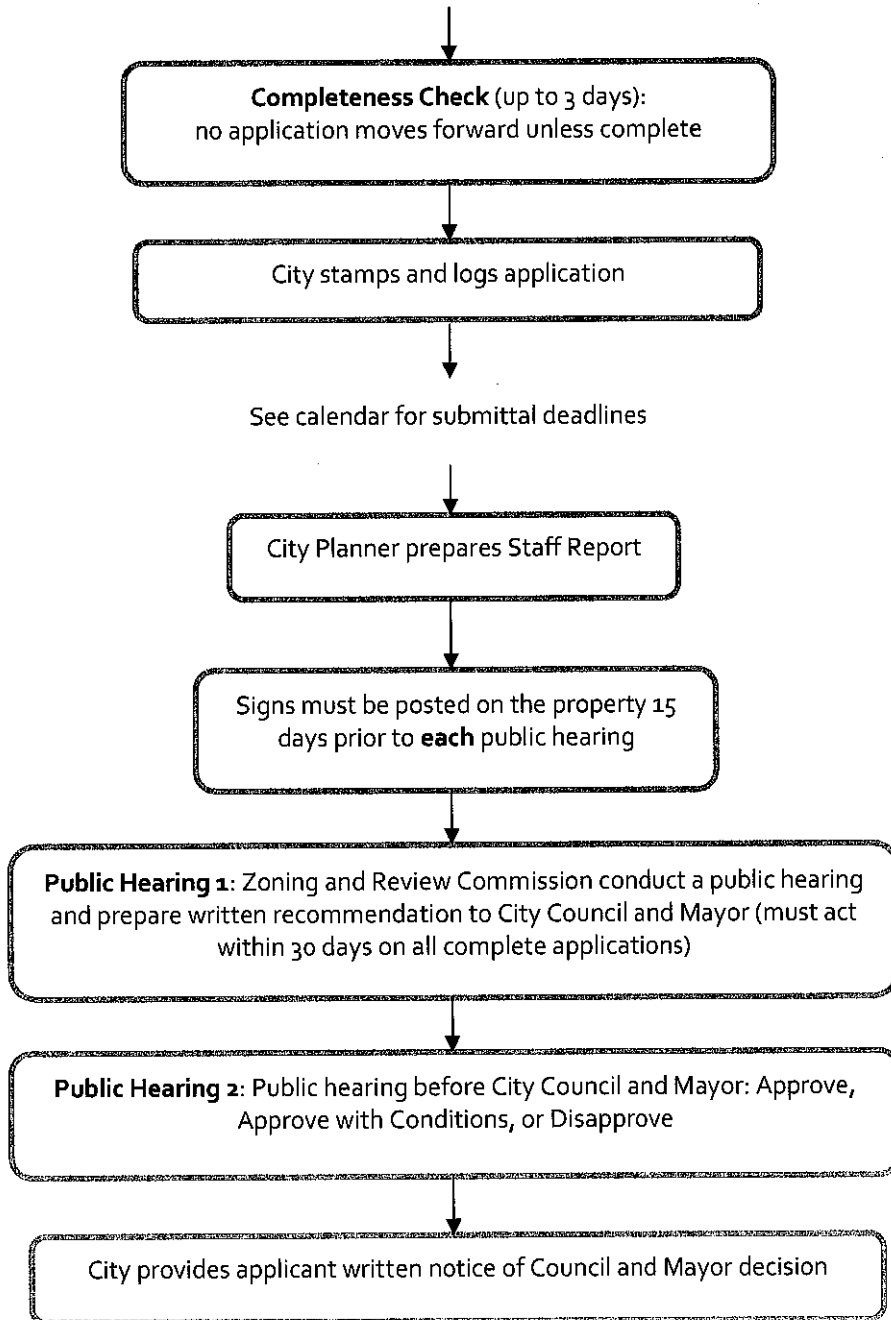
City of Clarkston
3921 Church Street
Clarkston, Georgia 30021
Phone: (404) 296-6489
www.cityofclarkston.com

REZONING PROCESS

Form # 100-RZ

*Blue box
indicates
Applicant
action*

Submit complete application form with documents and fee; not an official submittal until reviewed for completeness (consult the checklist for application requirements)





REZONING APPLICATION

Form # 200-RZ

This page must be completed by the Applicant. Please see Applicant Instructions for full requirements.

SUBMITTAL CHECKLIST

Your application must include the following items, or it will not be considered complete:

- ☐ Conceptual Site Plans to scale (see checklist for requirements) (survey boundary required component of conceptual plans)
- ☐ Written Legal Description of Property
- ☐ Property Deed
- ☐ Recorded Plat of Property (seven (7) copies)
- ☐ Campaign Contribution Disclosure Form
- ☐ Filing Fee (payable to The City of Clarkston)
- ☐ Check here if applicant seeks to annex the listed property into the City limits

FOR OFFICE USE/DETERMINATION

Review determination and fee: Review fee (payable to *The City of Clarkston*) depends on type of review(s). (See Fee Schedule):

____ Rezoning (type(s)) _____ (Fee) _____

APPLICANT INFORMATION

Applicant Name _____		Company _____	
Mailing Address _____	Suite/Apt. # _____	City, State _____	Zip Code _____
Primary Phone # _____	Alternate Phone # _____	Fax # _____	
Email Address _____			

PROJECT SUMMARY

Name of Project _____

Detailed Project Description (Include proposed use(s) and square footage of floor area for each use):

Total Number of Parcels Involved: _____ Total Project Acreage: _____
Total Number of Buildings: _____ Total Estimated Cost of Planned Improvements: _____

- ☐ Development of Regional Impact (see table for thresholds that trigger DRI review)
- ☐ Project Submittal Checklist and all documents, plans, written analysis, and fees required therein accompany this application form.

I hereby certify that all information provided herein and in the accompanying documents is true and correct.

Pre-Application Date: _____

City Plnr/Engr Project

Rev. 05/01/12

Case # _____

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REZONING APPLICATION

Form # 200-RZ

Applicant Signature

☐ Property Owner

☐ Owner's Agent

Date



REZONING APPLICATION

Form # 200-RZ

PROPERTY INFORMATION/OWNER AUTHORIZATION

If more than one parcel is the subject of review, owner-applicant shall complete information for each parcel on additional page attachments; authorized agent-applicants must complete this page for EACH parcel.

PROPERTY # _____ OF _____ TOTAL

PARCEL (PROPERTY) INFORMATION

Property Address/Location	Suite/Apt. #	City, State	Zip Code
Parcel ID/Property Tax Identification Number	Total Acreage		
Present Use(s)	Present Zoning (Official Zoning Map)		
Proposed Use(s)			

PROPERTY OWNER

Owner (Person, Firm, Corporation, or Agency)	Company Name		
Mailing Address	Suite/Apt. #	City, State	Zip Code
Primary Phone #	Alternate Phone #	Fax #	
Email Address			

PROPERTY OWNER'S AGENT (If applicable; must match applicant contact information on page #1)

Name and Company (Owner's Agent or Attorney)			
Mailing Address	Suite/Apt. #	City, State	Zip Code
Primary Phone #	Alternate Phone #	Fax #	
Email Address			

AUTHORIZATION FOR AGENT (If applicable)

Owner Signature	Date
Print Name	<div>NOTARY SEAL</div>
Subscribed and sworn before me this _____ day of _____, 20____.	
_____ Signature of Notary Public in the State of Georgia	

REZONING APPLICANT INSTRUCTIONS

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1. Please see the submittal calendar deadlines. Since rezonings require public hearings, the submittal dates are rigid.
2. Applicant submits application with the following information:
 - a. Conceptual Site Plans to scale (see checklist for requirements)
 - b. Written legal description of property
 - c. Property deed
 - d. Recorded plat of property (seven (7) copies)
 - e. Campaign Contribution Disclosure Form
 - f. Disclosure of Financial Interest Form
 - g. Filing fee (payable to the City of Clarkston)
 - h. Written analysis of the impact of the proposed amendment with respect to:
 - i. Whether the amendment proposal is compatible with the surrounding future land uses as identified in the future development map
 - ii. Whether the amendment proposal can be adequately served by existing transportation facilities and other infrastructure, such as schools, water, and sewer
 - iii. Whether the amendment proposal negatively impacts natural and historic resources identified by the city
 - iv. Whether the amendment proposal is in the best interest of the city and the public good and whether the proposal protects the health and welfare of its citizens
 - v. Whether the property to be affected by the amendment proposal has a reasonable economic use as currently designated on the future development map
 - vi. Whether the amendment proposal meets the policies and intent established in the comprehensive plan (Section 321(b), 321(d)).
3. At the time of the official submittal, applicant receives notices of public hearing date and information regarding the posting of a sign on the property. All properties subject for rezoning require a sign posted on the property fifteen (15) days prior to the public hearing. (Sec. 304-c (1)(c))
4. **Public Hearing** – council approves, approves with conditions, or denies the request.
5. Zoning proposal review standards: Planning & Zoning board and city council consider the following in making their decision:
 - a. The effect upon the health, safety, morals or general welfare of the public compared to any hardship imposed upon the individual property owner seeking rezoning should rezoning be denied;
 - b. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
 - c. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
 - d. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
 - e. Whether the zoning proposal will result in a use that may cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;
 - f. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal;
 - g. Whether the zoning proposal is compatible with the principals of the city's long range plan as set forth in the Conceptual Master Land Use and Connectivity Plan for the City of Clarkston, a part of the Clarkston Livable Centers Initiative Study as adopted in March 2005, adopted as the city's Comprehensive Plan;
 - h. Whether the zoning proposal is compatible with the most current adopted version of the Future Development Map of the Clarkston Comprehensive Plan.
6. Applicant must initiate and make substantial progress toward the development of the property within twelve (12) months of the approval of the rezoning, or seek an extension. (Sec 306)
7. If application for rezoning is denied, applicant must wait twelve (12) months before re-applying.

Applicant Name

Name and Description of Project

Applications to rezone a parcel shall, as part of the application, include a set of development plans that meet the following criteria:

A. **Existing site analysis.** A site analysis and topographic map at a readable scale (1"=100' minimum) shall include information on the following:

- _____ 1. Existing shape and dimensions of the lot to be built upon including the size, measurement and location of any existing buildings or structures on the lot
- _____ 2. Utilities
- _____ 3. Streams and easements
- _____ 4. All existing man-made and natural features to be retained, moved, or altered

B. **Site plan.** A site plan at a readable scale (1"=100' minimum) showing compliance with all regulations and calculations required by the zoning ordinance which shall include but not be limited to information on all proposed improvements including:

- _____ 1. Boundary survey completed by a certified surveyor
- _____ 2. A correct scale and north arrow
- _____ 3. The present zoning classification of the subject and all adjacent parcels
- _____ 4. Proposed land use and building footprints with door locations
- _____ 5. The gross square footage of proposed buildings
- _____ 6. Required yard setbacks appropriately dimensioned (Also see Zoning Ordinance Article VII)
- _____ 7. Densities (Also see Zoning Ordinance Article VII)
- _____ 8. The location of required off-street parking and loading spaces including total number of spaces, space and driveway dimensions (Also see Zoning Ordinance Article XI and Section 1213)
- _____ 9. Internal circulation including the proposed location of all driveways and entry/exit points for vehicular traffic, using arrows to depict direction of movement
- _____ 10. Building height (Also see Zoning Ordinance Article VII)
- _____ 11. Sidewalks (Also see Zoning Ordinance Article X)
- _____ 12. Utilities, grading, drainage, amenities, and similar details including their respective measurements
- _____ 13. Any applicable buffer boundaries such as streams, or other planted buffers as required by Zoning District

C. **Engineering/Environmental Plans.** A site plan at a readable scale (1"=100' minimum) showing compliance with all regulations and calculations required by the zoning ordinance (see associated checklist as not all plans may apply):

- _____ 1. Drainage plans
- _____ 2. Stormwater plans
- _____ 3. Soil erosion control plans
- _____ 4. Utility plans
- _____ 5. Grading plans

D. **Landscape and Tree Plan (also see Zoning Ordinance Article XII).** A site plan at a readable scale (1"=100' minimum) showing compliance with all regulations and calculations required by the zoning ordinance which shall include but not be limited to information regarding:

REZONING CHECKLIST

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- _____ 1. Landscaping, including tree species, the number of all plantings, and landscaping that is replacing what is being removed
 - _____ 2. The location and extent of required buffers and screened areas, depicting extent of natural vegetation and type and location of additional vegetation if required
 - _____ 3. Open space
- E. **Architectural design.** The architectural design elements showing compliance with all regulations and calculations required by the zoning ordinance which shall include but not be limited to:
- _____ 1. Scaled elevation drawings of proposed structures
 - _____ 2. Information on building materials, features, exterior finish, windows, doors, colors, and items affecting exterior appearance, such as signs, air conditioning, grills, compressors, and similar details including their respective measurements

Completeness check. The City Clerk shall review the application for completeness. Once certified complete, the application shall be transmitted to the Planning and Development commission and then the Zoning and Review Commission for review and recommendation to the Mayor and City Council.